



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

July 21, 2026

DIVISION MEMORANDUM
OSDS-2026 128

To: Administrative Officer II / Public Schools' Property Custodians
Public Elementary and Secondary School Heads
CID and SGOD Chiefs
Education Program Supervisor / Area Consultants
Division Inventory Committee Members
Finance Audit Team / DRRM Officer
All Others Concerned

**ADDENDUM TO DIVISION MEMORANDUM NO. OSDS-2026-123 TITLED: TECHNICAL
AND FEEDBACK-GIVING WORKSHOP ON THE INVENTORY, FINANCIAL, DISASTER
RISK REDUCTION AND COMPLIANCE MANAGEMENT OF THE RECENTLY
CONCLUDED ANNUAL PHYSICAL CHECKING OF PUBLIC-SCHOOL PROPERTIES AND
FINANCIAL ACCOUNTS**

1. Relative to Division Memorandum OSDS-2026-123 dated July 13, 2026 titled Technical and Feedback-giving Workshop on the Inventory, Financial, Disaster Risk Reduction and Compliance Management of the Recently Concluded Annual Physical Checking of Public-School Properties and Financial Accounts scheduled on July 27-28, 2026, this Office hereby includes **Ms. Chinie A. Aparece** – ADA VI, as one of the participants.
2. Ms. Aparece shall participate in all relevant sessions and workshops and shall be considered part of the Selected Division Office Personnel for the duration of the activity.
3. All other provisions of the Memorandum remain in full force and effect.
4. Immediate dissemination and compliance of this addendum is required.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATMjr/jar



H. Zamora St., Dampas, Tagbilaran City, Bohol
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tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>



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**TECHNICAL AND FEEDBACK-GIVING WORKSHOP ON THE INVENTORY, FINANCIAL,
DISASTER RISK REDUCTION AND COMPLIANCE MANAGEMENT OF THE RECENTLY
CONCLUDED ANNUAL PHYSICAL CHECKING OF PUBLIC-SCHOOL PROPERTIES AND
FINANCIAL ACCOUNTS**

1. In line with the Division's efforts to ensure accurate and transparent management of public school funds and properties, the Schools Division of Tagbilaran City – Supply, Accounting and Finance Sections, together with the Disaster Risk Reduction and Management Officer, shall conduct a Technical and Feedback-giving Workshop on the Inventory, Financial, Disaster Risk Reduction and Compliance Management of the recently Concluded Annual Physical Checking of Public-School Properties and Financial Accounts conducted from May 4, 2026 to June 28, 2026 pursuant to Division Memorandum no. OSDS-2026-081 dated April 23, 2026. The activity shall be conducted on July 27-28, 2026, from 8:00 AM to 5:00 PM at Gerarda's Family Restaurant, CPG North Ave., Cogon, Tagbilaran City, Bohol. The program of activities is attached for reference.

2. Participants to this activity shall be as follows:

Day 1 – July 27, 2026

- School Principals of the 27 public elementary and secondary schools in the Division
- Administrative Officer II/Public School Property Custodians of the 27 public schools
- Selected Division Office Personnel

Day 2 – July 28, 2026

- Administrative Officer II/Public School Property Custodians of the 27 public schools
- Selected Division Office Personnel

Please refer to the attached list of participants.



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3. This technical and feedback-giving workshop aims to present consolidated findings and observations gathered during the inventory activity, share audit findings and financial observations from the Finance Audit Team, identify action points and policy enhancements to improve inventory, property, finance and School Disaster Risk Reduction and Management (SDRRM) practices, and provide schools the opportunity to respond to and clarify issues raised during the validation process.
4. All concerned are enjoined to attend and actively participate in this important activity. A registration fee of One Thousand Pesos (PhP 1,000.00) per day per participant will be collected from each participant to cover meals, snacks, venue, and other incidental expenses relative to the conduct of the activity shall be charged against Division MOOE and DRRM Fund for participants from the Division Office and School Funds/MOOE for participants from the schools subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and check to DepEd Division of Tagbilaran City. Participants from schools are highly encouraged to pay the registration fee starting July 14, 2026, or during the conduct of the activity.
5. Immediate and wide dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATMJr/jar



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ACTIVITY MATRIX

TIME	ACTIVITY	RESPONSIBLE PERSON
DAY 1 – July 27, 2026		
7:00 – 8:30 AM	Arrival and Registration of Participants	Supply & Property Unit
8:30 – 8:45 AM	Opening Program (Prayer, Anthems)	Supply & Property Unit Jerelyn T. Tumabang - Conductor
8:45 – 9:15 AM	Welcome Remarks and Statement of Purpose	Aquilino T. Milar Jr. PhD, JD
9:15 – 9:30 AM	Recognition of Participants	Ronilo B. Cañedo
9:30 – 10:20 AM	Inspirational Message	Wilfreda D. Bongalos PhD, CESO V
10:20 – 12:00 AM	Presentation of Validators' Observations: Physical Checking per School, per Issues and Concerns	Japhet A. Revereal/Checker Team
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	Financial Audit Observations	Rosalie A. Tambis/Acctg. Team
2:30 – 2:45 PM	Health Break	
2:45 – 3:45 PM	DRRM related observations and updates	Mr. Jericho L. Yarte
3:45 – 4:30 PM	Schools' Response to Observations	School Heads and School Property Custodians
4:30 – 5:00 PM	Awarding of performing schools during the conduct of 2026 physical checking activities	
DAY 2 – July 28, 2026		
8:00 – 8:30 AM	Opening Program (Prayer, Nationalistic)	Supply & Property Unit
8:30 – 9:30 AM	Property and supply matters discussion and workshop (<i>reorientation of inventory forms, updating the inventory files via one drive</i>)	Supply & Property Unit
9:30 – 10:00 AM	Health Break	
10:00 – 12:00 AM	Financial, budget and other accounting related discussions and workshop	Rosalie A. Tambis/Acctg. Team
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	DRRM related discussions and updates	Mr. Jericho L. Yarte
2:30 – 2:45 PM	Health Break	
2:45 – 4:00 PM	Open Forum	All Participants
4:00 – 5:00 PM	Synthesis and Closing Program	Division Office Personnel

LIST OF PARTICIPANTS

Schools Division
Superintendent
CID Chief
SGOD Chief
Legal Officer
Administrative Officer V
Division Accountant
Division Budget Officer
School Principals/School
Head

Wilfreda D. Bongalos PhD CESO V

Janet T. Butalid PhD
Maurine C. Castaño
Atty. Tammy I. Relampagos
Aquilino T. Milar Jr. JD, PhD
Michelle T. Sagaral PhDM, CPA
Marife C. Rallos MPA

Marilyn M. Goti-ay
Jerry B. Belecina
Ma Dioscora Sayon
Glaiza T. Jala
Editha G. Gone
Lorelei G. Anore
Edgar Fernandez
Maria Rachel S. Omasas
Eufe Rhoda R. Galon
Maria Chona B. Roxas
Basilides Sempron
Eldiebrando Correa
Ma Dulce Alma A. Lapos
Felipe D. Epe
Proserpina A. Doroy
Lemuel B. Barol
Clementina A. Gamil
Eutropia R. Arcayena
Nilo J. Sendrijas
Corazon H. Samuya
Joselito Galendo
Jonathan D. Membreve
Alberto L. Tibod
Legardo R. Palaca Jr.
Jesilo G. Jala

Jenelou John F. Israel
Grace Marie I. Campos
Jennifer B. Sarigumba
Mary Melody G. Ocon
Sherry Lyn S. Dulalas
Anna Mae C. Bellezas
Jan Iris Jane T. Baugbog
James Carlo C. Cuanag
Retchel T. Sumampong
Fatima Melody P. Ingles
Marecyl D. Mar
Aireen T. Ciruela
Laura L. Domingo
Mary June Karen G. Gelomio
Ananias J. Sumaylo
Cesaria Judith T. Digal

Bool ES
Booy ES
Booy South ES
Cabawan ES
Cogon ES
City East ES
Dampas ES
Dao ES
Eastern Cogon ES
Manga ES
Mansasa ES
San Isidro ES
Taloto ES
Tiptip ES
TCCES
TCCS SpEd Center
Ubuja ES
City of Tagb. NHS
Cogon NHS
DCPNHS JHS
Manga NHS
Mansasa NHS
San Isidro NHS
TCSHS
Taloto NHS
DCPNHS SHS
TCHSHI
Bool ES
Booy ES
Booy South ES
Cabawan ES
Cogon ES
City East ES
Dampas ES
Dao ES
Eastern Cogon ES
Manga ES
Mansasa ES
San Isidro ES
TCCES
TCCS SpEd Center

Property Custodians /
Administrative Officer II

Easter Sunday P. Muyco
Grace A. Rios
Maricel A. Galan
Nicanor S. Clavicillas
Antonette Oguis
Ralph R. Botero
Karyl Anafe P. Manlangit
Raquel M. Arabaca
Jerelyn T. Tumabang
Dinah A. Bustamante
Ronilo B. Canedo
Cristy Mae Abuyabor
May Jean E. Curiba

Taloto ES
Tiptip ES
Ubuja ES
City of Tagb. NHS
Cogon NHS
DCPNHS JHS
Manga NHS
Mansasa NHS
San Isidro NHS
TCSHS
Taloto NHS
DCPNHS SHS
TCHSHI

Validators and Checkers

1. Japhet A. Revereal – Property/Supply
2. Karen Y. Gumba – Property/Supply
3. Jose Andrew U. Salise – Property/Supply
4. Engr. Jose C. Mariñas III – ICT/DCP Equipment
5. Dr. Neolita S. Sarabia – LR
6. Simon T. Rios – LR
7. Emily L. Acabo – LR
8. Engr. Jonathan Jacalan – School Buildings
9. Engr. Junicel T. Mancha – School Physical Facilities
10. Christian John L. Capon – Supply/Procurement
11. Jericho L. Yarte – DRRM
12. Gina E. Gamao MPA – Cashier
13. Felisa B. Deligencia – MOOE/Other Funds
14. Rosalie A. Tambis – MOOE/Other Funds
15. Marilou C. Bedrijo – MOOE/Other Funds
16. Angeli Faith V. Pascual – MOOE/Other Funds
17. Jerelyn T. Tumabang – MOOE/Other Funds
18. Kent Chadric H. Evasco – MOOE/Other Funds
19. Ivy Joy R. Barbante MPA – MOOE/Other Funds
20. Chrysostom R. Dalumbar – Assist Budget/MOOE
21. Margarita L. Tezano – Assist Cashier
22. Beverly B. Bagolos – MOOE/Other Funds
23. Rey Kallen A. Rapirap – MOOE/Other Funds
24. Bernadito T. Taguisa – Driver
25. Rodrigo B. Amancio – Driver

WORKING COMMITTEE

COMMITTEE	ASSIGNED PERSONNEL
AVP (Hymns, Prayers, Presentations)	Jose Andrew U. Salise Jerelyn T. Tumabang – Conductor
Program and Certificates	Japhet A. Revereal
Attendance and Registration	Karen Y. Gumba, Margarita L. Tezano
Venue Preparation (Physical Arrangement)	Ananias J. Sumaylo, Japhet A. Revereal, Jose Andrew U. Salise
Program Host	Nicanor Clavicillas & Mary Melody G. Ocon PhDM
Resource Speakers	Aquilino T. Milar Jr. JD, PhD Japhet A. Revereal / Property Supply Team Michelle T. Sagaral PhDM, Marife C. Rallos MPA Rosalie A. Tambis / Budget and Finance Team Jericho L. Yarte / SGOD Team